



Utility Change Request Form

COMPLETE IF CLOSING ACCOUNT

Current/Prev. Owner Name(s):		Closing Date:	
Tenant:			
Civic Address:			
Current Mailing Address:			
For final billing			
Home Phone:		Email Address:	
Work Phone (s):			
Cell Phone(s):		Utility Account #:	

COMPLETE FOR NEW ACCOUNT

New Owner Name(s):		Date of possession:	
Civic Address:			
Mailing Address:			
	Beaverlodge, AB T0H 0C0		
Home Phone:		Email Address:	
Work Phone (s):			
Cell Phone(s):		Utility Account #:	

COMPLETE FOR COPY OF BILL

Tenant Name(s):		First day of Tenancy:	
Owner's Name			
Mailing Address:			
	Beaverlodge, AB T0H 0C0		
Home Phone:		Email Address:	
Work Phone (s):			
Cell Phone(s):			



Utility Changes

Existing Account #:	New Account #:
Meter Reading:	
Credit Adjustment Required for Existing Account:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duplicate utility statement required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delete PAP: <input type="checkbox"/>	Add Buyer PAP: <input type="checkbox"/> YES or <input type="checkbox"/> Declined Add Tenant PAP: <input type="checkbox"/> YES or <input type="checkbox"/> Declined
This indicates that you are no longer responsible for the utility charges because you have: (Please circle which applies) Sold the house Moved out	PAP stands for Pre Authorized Payments. To be set up for PAP, we require a void cheque or a direct deposit form from your bank.

Comments:

Received By:	Date Received:
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PLEASE SIGN HERE IF BUYING/SELLING PROPERTY

Signature of Seller: _____

Signature of Buyer: _____

PLEASE SIGN HERE IF YOU ARE A TENANT

Signature of Tenant: _____

Date: _____

Signature of Owner: _____

Date: _____